

# ORDER

## U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

SW 2710.1

### SOUTHWEST REGION

10/1/97

#### SUBJ: PAYMENT DOCUMENTATION FOR SETTLEMENTS

1. **PURPOSE.** This order establishes policy and procedures pertaining to the documentation required for examination and payment of settlements resulting from determinations under the Equal Employment Opportunity (EEO) process, court orders and other type settlements.
2. **DISTRIBUTION.** This directive is distributed to the branch level and above in the Regional Office.
3. **BACKGROUND.** Standard Form (SF)-1034, Public Voucher for Purchases and Services other than Personal, is used to authorize payment of determinations under the EEO process, court orders, and other settlements. The payment office is responsible for the examination and approval of the vouchers before certification for payment. This process includes a determination that the voucher is supported by proper documentation of the settlement.
4. **PROCEDURES.**
  - a. **All requests for payment** resulting from a Court Order, a determination under the EEO process, or other type of settlement must be authorized on a SF-1034. Except for determinations resulting from the EEO process and other settlements requiring confidentiality as a requirement, the SF-1034 must be accompanied by a copy of the settlement document that serves as the basis for the payment.
  - b. **Settlements resulting** from the EEO process and some negotiated grievance settlements generally require that the terms of the settlement are not to be shared beyond those persons who are a party to the settlement. In these instances, the SF 1034 will be accepted for payment without a copy of the settlement. The SF 1034 must, however, reference the EEO complaint number if applicable, of the case being closed and include a statement that the settlement documentation is retained in the Regional Office of Civil Rights or other office where the agreement was made.
  - c. **The payee's** taxpayer identification number (TIN) and any special payment terms must be included on the SF 1034. Two weeks should be allowed to process the payment. If payment is required sooner, that too must be stated on the SF-1034.
  - d. **Settlements for which** the confidential supporting documentation is retained by the office that entered into the agreement must be retained for a period of 6 years, 3 months in accordance with the records retention requirements. The records should be retained in the Regional Office for a minimum of 3 years, after which time they may be transferred to the General Services Administration Federal Archives and Records Center for the remainder of the retention period.
5. **INQUIRIES.** Questions may be directed to the Supervisor, Accounting Operations Section, ASW-42D, telephone (817) 222-5469.



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